

SUPERIOR COURT OF ARIZONA - MARICOPA COUNTY
EMPLOYMENT OPPORTUNITY

Employees of the Superior Court, Justice Courts and court departments are employees of the judicial branch. Positions in the court system may be in the classified service subject to the Judicial Merit System Resolution and Rules.

OPEN COMPETITIVE
SUPERVISOR – CONCILIATION SERVICES
(Court Conciliator V)

POSITION IS WITH THE CONCILIATION SERVICES DIVISION OF SUPERIOR COURT
LOCATED AT CENTRAL COURTS BUILDING, 201 W. JEFFERSON, PHOENIX

RECRUITMENT DATES: Monday, August 21, 2000 – Open Until Filled

SALARY: \$42,120 Per Year

POSITION QUALIFICATIONS: Master's Degree in Marriage and Family Counseling, Social Work, Counseling, Psychology, or a closely related field from an accredited college or university and five years of post-graduate degree counseling, family assessment, mediation and/or supervisory experience appropriate to a conciliation service preferably including domestic relations mediation experience. A successfully completed internship of at least 1000 clock hours in the Maricopa County Conciliation Services Department may substitute for two years of post-graduate degree experience

PREFERRED: Experience in conciliation services, including conciliation counseling, child custody and parenting time mediation and family assessments/evaluations. Supervisory experience highly desired.

ESSENTIAL JOB TASKS: Supervises and directs Conciliation Services staff. Assigns cases and reviews and approves work of Conciliation Services staff. Develops, maintains and evaluates programs. Maintains accurate case records and statistics. Conducts employee performance appraisals. Completes administrative and related work assignments. Responds to procedural questions from public, employees, agencies, professionals and the judiciary and legal profession. Attends and conducts meetings as necessary.

SELECTION PROCEDURE: Pursuant to the Judicial Merit System Resolution and Rules, the Maricopa County Human Resources Department performs recruitment, assessment and other personnel functions on behalf of the Court system and its departments. **EDUCATION/EXPERIENCE EVALUATION.** The Human Resources Department reserves the right to admit to the exam process only those candidates who are considered the most highly qualified. Those selected will be scored based on an evaluation of listed education and experience. The hiring authority will interview and select the successful candidate from a list provided by the Human Resources Department.

NOTE TO EMPLOYEES: Unless you are a temporary of unclassified employee, you must have successfully completed initial probation before your application can be considered.

FILING PROCESS: Required County Application Form (3100-049) AND SUPPLEMENT must be received by 5:00 p.m. on the recruitment closing date. Applications and information may be obtained at the Maricopa County Human Resources Department located in Suite 200 of the County Administration Building, 301 West Jefferson, Phoenix, Arizona 85003-2145. Phone: 602- 506-3755. Teletypewriter (TT) 602- 506-1908. RECORDED JOB MESSAGE: 602-506-3329 INTERNAL RECORDED JOB MESSAGE: 602-506-1306. INTERNET ADDRESS: www.maricopa.gov

WHAT HAPPENS TO YOUR APPLICATION: Refer to page 4 of the application form for complete information.

IT IS THE POLICY OF THE SUPERIOR COURT OF MARICOPA COUNTY
NOT TO DISCRIMINATE IN EMPLOYMENT OR THE PROVISION OF SERVICES
AN EQUAL OPPORTUNITY EMPLOYER

ANNOUNCEMENT NUMBER: 106101 / KAC,7a

DATE PUBLISHED: Monday, August 21, 2000

RECRUITMENT ABBREVIATION CODE: CC5-CONSUPV

SUPPLEMENTAL INFORMATION
SUPERVISOR – CONCILIATION SERVICES

PLEASE NOTE: This form does **NOT** replace the information required on the "Application for Employment." Be sure your application **and** this supplement are **both** accurate and complete. Information provided on this supplement may be used to determine your eligibility for this position. **FAILURE TO SUBMIT THIS FORM ALONG WITH YOUR APPLICATION MATERIALS MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION FOR THIS POSITION!**

1. **PLEASE LIST YOUR EDUCATIONAL BACKGROUND:**

MASTER'S DEGREE: _____
Month/Year Awarded Major

2. **PLEASE LIST NUMBER OF YEARS OF POST-GRADUATE (MASTERS DEGREE) MEDIATION, COUNSELING AND/OR FAMILY ASSESSMENT EXPERIENCE.**

POST GRADUATE EXPERIENCE: _____ YEARS

3. Have you completed an internship of at least 1000 clock hours in Maricopa County Conciliation Services Department? ☐ Yes ☐ No

4. Has your background included any of the following? For each, please list number of years and describe your experience.

a. Mediating child custody and visitation issues. ☐ Yes ☐ No ____#Yrs

b. Conducting family assessments ☐ Yes ☐ No ____#Yrs

c. Experience with Conciliation Services ☐ Yes ☐ No ____#Yrs

d. Experience with domestic relations mediation ☐ Yes ☐ No ____#Yrs

PLEASE SEE REVERSE FOR ADDITIONAL INFORMATION

5. Have you received formal training in mediation? If yes, please explain.

☐ Yes ☐ No ____#Yrs

6. Do you have supervisory experience? If yes, please describe.

☐ Yes ☐ No ____#Yrs

SIGNATURE

DATE

CC5-CONSUPV, 8/00